



Seminar in Cadet Program Administration

Seminar in the **TRAINING LEADERS of CADETS** curriculum
“Strategic Perspective” Block • Lesson M2

CIVIL AIR PATROL



Overview & objectives

Describe the top ten regulatory policies that govern how the Cadet Program is administered, and discuss best practices.

1. Orientations & membership
2. Personnel records
3. Textbooks & manuals
4. Test administration
5. Special performance requirements
6. Promotions
7. Special awards
8. Flying
9. Fundraising
10. Adverse actions



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Format

For each of our 10 topics we will:

- Briefly review the Cadet Program's administrative policies & procedures, as outlined in the on-line lesson.
- Answer your questions
- Devote most of our time to discussing best practices



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1. Orientation & membership - general

Important Facts

Eligibility: age 12 to 18

School Program is open to 6th graders

Apply using CAPF 15

Physician's review may be needed

Membership is official when shown on
E-Services

Must be a member to fly, ride in a van



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1. Orientation & membership - general



Best Practices

Have a cadet ready to greet new prospects.

Meet the parents; use the Parent's Guide.

Require prospective cadets to attend 3 meetings before joining.

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1. Orientation & membership - tools

Member Kits

Textbooks

CD-ROM

Mini-posters

Wallet cards

Free Cadet Uniform

Taxpayer-funded

AF-style blue uniform

Be a good steward



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1. Orientation & membership - tools

Best Practices

Help size cadets for their uniform.

Issue BDUs from unit or wing supplies, if possible.

Have wing patches, cutouts, and insignia in unit supply.

Encourage cadets who do not have computers to use the library's or a fellow cadet's.



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E-Services
cap.gov



2. Personnel records

Best Practices

Schedule time for record-keeping after testing.

Consider using a database in lieu of a CAPF 66.

Use E-Services to watch for when member renewals come due.

Recording test scores and promotion dates is what's most important for the CAPF 66.

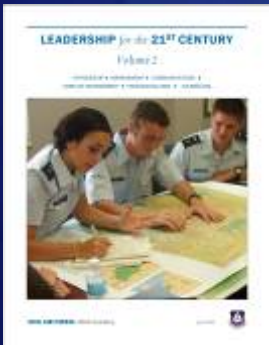
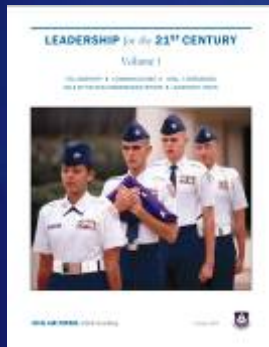


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3. Textbooks & manuals – core curriculum

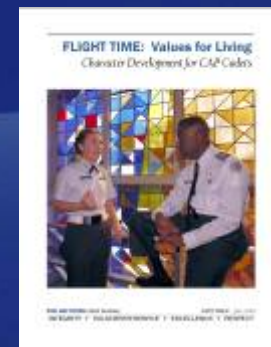
Leadership



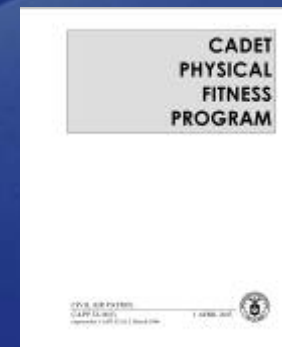
Aerospace



Moral Lead.



Physical Fitness

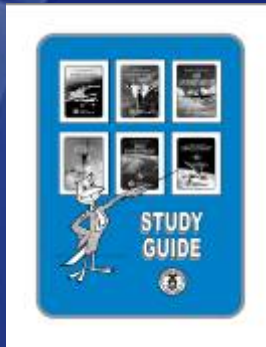
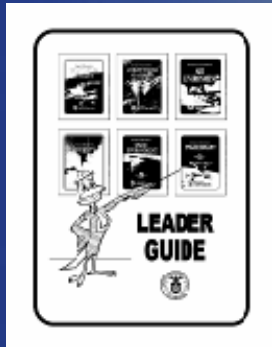
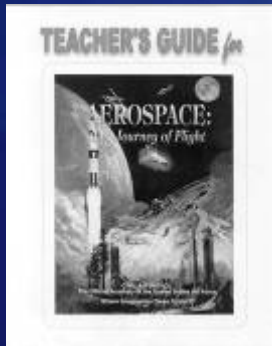


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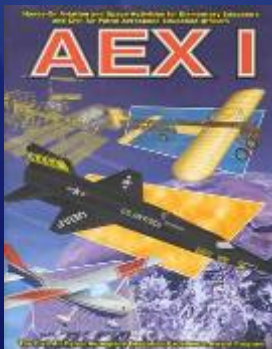
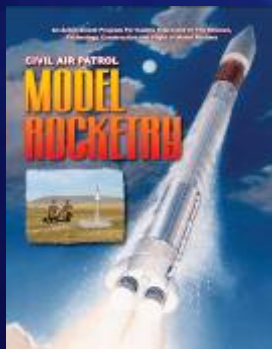


3. Leader & activity guides

Aerospace Study & Leader Guides



Aerospace Activity Guides



Best Practices

Read and become familiar with the cadet textbooks.

Use instructor guides and the special texts to plan unit activities.

Keep a set of texts handy to show prospective cadets and parents.

Encourage cadets to study using the AE student guides.

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4. Test administration

Important Facts

Only testing officers proctor tests.

Keep tests under lock and key.

Offer testing every 30 days.

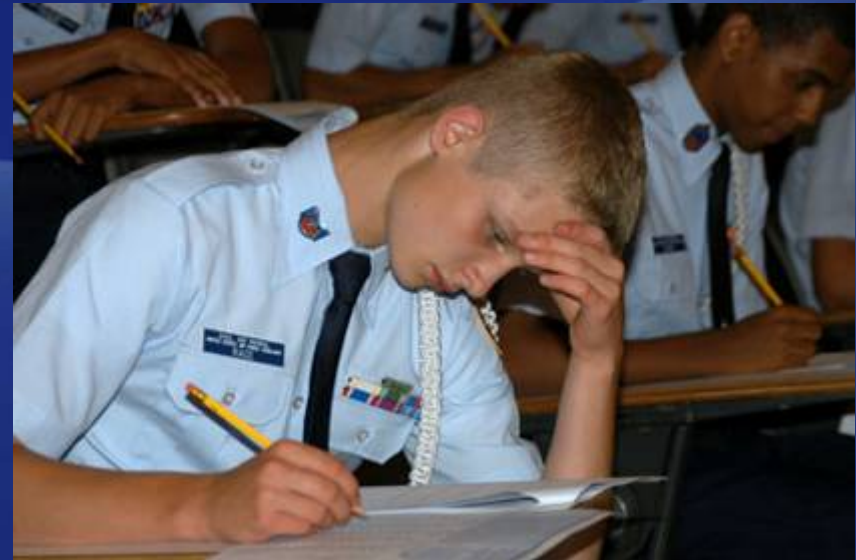
Read the test instructions.

Some leadership tests have a drill portion.

Provide cadets with feedback about the questions they missed; correct AE tests to 100%

See CAPP 52-18 for how to administer the CPFT.

State directors administer the Spaatz Award exam.



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4. Test administration

Best Practices

Proctor, score, and give feedback – all on the same night.

Schedule time for AE mentors and performance tests in drill.

Have enough copies of tests to meet your unit's needs.

Record cadets' test scores on the CAPF 66 as soon as possible.

Watch for cadets who fail a test more than twice; provide them a tutor.

Schedule fitness training, not just fitness testing.

Use the Testing Officer's Quick Reference to inventory tests.



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5. Special performance requirements

Important Facts

Must participate actively to earn promotions.

Must serve as discussion leaders and recorders during Moral Leadership.

Encampment is required to earn the Mitchell.

An essay & speech is required at Achievement 8 and the Eaker Award.

Phase III & IV cadets participate in Staff Duty Analysis.

A leadership academy is required to earn the Eaker Award.



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5. Special performance requirements

Best Practices

Use sign-up rosters for activities;
encourage missing cadets to participate.

Have cadets tell you in advance if they
know they will be absent.

Have encampment information ready when cadets join.

Ask seniors to mentor cadets during SDAs.

Have mentors help cadets get started writing essays & speaking in public.



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Coffee break

Take a 5-minute break!



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6. Promotions

Important Facts

Cadets become **eligible** for promotion upon meeting leadership, aerospace, fitness & moral leadership requirements.

Squadron commanders are the promoting authority.

Promotions should bring new responsibilities.

Cadets may be retained in grade.

Counsel cadets using a CAPF 50.

Promotion boards may be used, if applied consistently. Focus on performance.

“Pin-on” new insignia in public and celebrate the promotion.

Milestone Awards are issued by National Headquarters.

PHASE	ACHIEVEMENT	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
Motivation	Orientation					African Eagle C/4E
THE LEARNING PHASE	1. MUGA (John F. Curry)		Chapter 1	No Test Required		African Eagle C/4E
	2. Low Ball "Hug" Award		Chapter 2	Any Module		African Eagle C/4E
	3. MUGA (John F. Curry)		Chapter 3	Any Module		African Eagle C/4E
THE LEADERSHIP PHASE	WOSHE BROTHERS AWARD		Comprehensive Volume 8 Performance Exam	No Test Required		Star Sergeant C/5E
	4. Capt. Edie Spaulding		Chapter 4	Any Module		Star Sergeant C/5E
	5. Charles A. Carlsberg		Chapter 5	Any Module		Star Sergeant C/5E
	6. Col. Jack Carlsberg		Chapter 6	Any Module		Star Sergeant C/5E
	7. Dr. Robert D. Goodard		Chapter 7	Any Module		Star Sergeant C/5E
THE COMMAND PHASE	8. MUGA (John F. Curry)		Working & Spending Award	No Test Required		Star Sergeant C/5E
	9. MUGA (John F. Curry)		Comprehensive Leadership & AE Exam			Star Sergeant C/5E
	10. MUGA (John F. Curry)		Chapter 8	3 Chapter Blocks		Star Sergeant C/5E
	11. MUGA (John F. Curry)		Chapter 9	3 Chapter Blocks		Star Sergeant C/5E
	12. MUGA (John F. Curry)		Chapter 10	3 Chapter Blocks		Star Sergeant C/5E
THE EXECUTIVE PHASE	AMOR BROTHERS AWARD		Comprehensive Leadership & AE Exam			Star Sergeant C/5E
	13. Leadership Officer		Chapter 11	No Test Required		Star Sergeant C/5E
	14. Aerospace Officer		Chapter 12	No Test Required		Star Sergeant C/5E
	15. Operations Officer		Chapter 13	3 Chapter Blocks		Star Sergeant C/5E
	16. Logistics Officer		Chapter 14	3 Chapter Blocks		Star Sergeant C/5E
GEN CARLA SPAATZ AWARD	17. Cadet Commander		Chapter 15	3 Chapter Blocks		Star Sergeant C/5E
	18. MUGA (John F. Curry)		Working & Spending Award & Comprehensive Leadership & AE Exam	No Test Required		Star Sergeant C/5E
GEN CARLA SPAATZ AWARD			Comprehensive Exam	Comprehensive Exam	Exam Exam	Star Sergeant C/5E



6. Promotions

Best Practices

Keep CAPF 66's current; know when cadets are eligible for promotion.

Give cadets' feedback using CAPF 50; involve cadet officers.

When retaining a cadet in grade, be specific about what they need to do and when you'll reevaluate their performance. Stay positive.

Make award ceremonies special.

Challenge cadets and raise your expectations as they progress, but remember the Cadet Program is a learning environment for youth.



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7. Special awards

Important Facts

Promotions are not the only awards cadets can receive.

- Service & activity ribbons
- Cadet of the year awards
- College & flight scholarships
- Commanders' commendations
- The Congressional Award
- President's Challenge awards



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7. Special awards



Best Practices

Host an annual awards dinner.

Present a cadet of the year award.

Use the AFSA award to recognize younger cadets.

Tell cadets & parents about scholarships.

Involve the PAO in awards ceremonies.

Create your own annual awards – Most Improved Cadet, Outstanding Mentor, Academic Honor Roll, Cadet of the Month, etc.

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8. Flying

Important Facts

Flights are fun and educational.

Tell parents when flying is scheduled.

Flights can be powered or glider.

Ten flights can be reimbursed.

Cadets fly for free.

Follow the reporting & reimbursement rules.

Cadets must be under 18 and in uniform to fly.

Military O-flights may be available.



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8. Flying

Best Practices

Have cadets review their syllabus before flying.

Each flight corresponds to one of the modules, so have the cadet fly the syllabus that matches the module they just completed, if possible.

Coordinate with pilots, wing staff, and other units to schedule flights.

Fly each cadet at least twice per year.

Be judicious with aircraft ferry time.

Have a senior stay on the ground to marshal cadets and handle paperwork.

Plan sorties with a detailed schedule.

Put 1 cadet in the front, 1 in back. Fly to a different airport, then have the cadets switch seats and fly back.

Take pictures and involve the PAO.

Remember, for many cadets, an O-flight will be their first time ever aloft!

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9. Fundraising

Important Facts

Local activities are supported with local funds.

Leaders need to account for all funds.

Review CAPR 173-4 before beginning a fundraising project.



Best Practices

People support people, not programs. Show how CAP helps local kids.

Seek donations from area businesses, civic groups, and the United Way.

Put your parents' committee to work.

Use plane washes, concession stands, raffles, etc. as fundraisers.

Charge monthly dues (\$2 - \$3).

Promote accountability by making financial reports available.

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10. Adverse actions

Important Facts

Try to handle personnel issues informally.

- Counseling
- Oral reprimands
- Written reprimands
- Loss of privileges

For persistent problems or a firmer response:

- Membership suspensions
- Demotions
- Membership termination

Best Practices

Praise in public, punish in private.

Help cadets learn from their mistakes.

Demote & terminate only as a last resort.

Read the regulation and follow it.

For sensitive issues, see the DCP & legal officer.



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Summary & conclusions

Administering cadet tests, records, & finances requires 1-3 seniors. Use “part timers” to help.

The Member Kit gets cadets started, but leaders need to motivate them.

Leaders need a working knowledge of promotion eligibility rules.

Promotions motivate cadets; use them to shape & reward behavior.

Don't advance cadets if they are not ready for new responsibilities.

Recognize your best cadets and seniors through awards.

Schedule O-Flights regularly. Cadets want to fly!



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Final thought



On behalf of the cadets

Thank you
for your service!

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